



**U.S. DEPARTMENT OF STATE
VIRTUAL FELLOWS PROGRAM
PROJECT DESCRIPTION – DS/SECD/IAB**



This project seeks a Virtual Fellow to serve with the Cybersecurity Online Learning (COL) Program, Information Assurance Branch, Security Engineering, and Computer Division Bureau of Diplomatic Security (DS/SECD/IAB) as Section 508 Compliance Consultant.

Fellow Location: The Fellow will serve virtually. Relocation is not required.

Project Name: Section 508 Compliance Consultant to the COL Program

Project Description: Currently, COL presents live workshops via Adobe Connect - version 9.0+ platform. This allows Voice over IP (VoIP) and a teleconference bridge with Federal Relay Conference Captioning (FedRCC) service for audio. The presentations frequently include Microsoft PowerPoint slides and screen sharing. COL converts workshop materials to Adobe PDF with text and images so that participants may save files. Workshops are also recorded, stored, and viewable via Adobe Connect and exported Adobe Flash files.

Potential Fellow Taskings:

- Assure that distance learning workshops and marketing materials are section 508 compliant.
- Serve as liaison to the Section 508 Coordinator, if the State Department appoints one.
- Prepare a guide of Section 508 reporting requirements as they apply to the COL program.
- Train COL staff in Section 508 compliance.

Program Requirements: The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

Project-specific Knowledge, Skills, or Abilities:

- Expert knowledge of Section 508 requirements;
- Experience with making Adobe Connect Webinars 508 compliant;
- Ability to apply Section 508 best practices to distance learning tools.

Clearance: The Fellow must be a U.S. citizen and must receive a Public Trust determination prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the Public Trust determination. (Note: A candidate is NOT required to have a Public Trust determination prior to applying for this project.)

Remuneration: The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with participation in the Program.